Small Grants Competition

for

Bremen, Hamburg, Mecklenburg-Vorpommern, Lower Saxony and Schleswig-Holstein

of

U.S. Government Sponsored Programs

administered by the U.S. Embassy Berlin

Small Grants Competition

The U.S. Embassy in Germany is pleased to announce the Small Grants Competition Program, which was established to assist former participants of exchange programs funded by the Department of State's Bureau of Educational and Cultural Affairs (ECA). These programs include the Fulbright Exchange Program, the Congress-Bundestag Youth Exchange Program, the Congress-Bundestag/Bundesrat Staff Exchange Program, the International Visitor Leadership Program, the Eastern German Teachers Visitor Program and the German-American Partnership Program (GAPP). Alumni of all ages, fields of study, years of study, and administering organizations are encouraged to apply. A group of alumni can also join together to submit a proposal.

Projects proposed under this program should contribute to German society should assist alumni in implementing or teaching to others a concept explored during their exchange experience. Projects that train alumni so that they can become stronger leaders or project managers will also be considered. **Applicants may request up to €2.500.** Grant recipients must provide a budget and budget narrative as part of the application, which accurately reflect the proposed costs of the project. **The deadline for receiving applications is May 26, 2006.**

Possible projects include:

- A public or community service program;
- Creation of alumni associations/ support for alumni association events;
- Programs that teach English, computers, civics, American studies, leadership, etc. to children or young people or train teachers
- Activities targeting disadvantaged audiences,
- Requests for stipends to enable/give incentive to an alumnus to teach at a university
- Training programs for alumni or training programs run by alumni for their colleagues and/or other alumni;
- Camps for youth in English, civic education and/or American Studies;
- Establishment of high school debate teams;
- Conflict resolution workshops;
- Workshops on Administration of Justice;
- Assistance for orphanages;
- Social marketing theater presentations on health issues; Earth Day Clean Ups; Global Youth Service Day
- Travel funds for alumni in-country lecture tours;
- Establishment of a Mentoring Program for younger alumni by older alumni.
- Development and publication of curriculum and materials;

Projects will not be approved that:
- Request funding for individual professional development;
- Finance overhead expenses for existing institutions;
- Include a request for more than 5% of the budget for food and drink

Application Information

SELECTION PROCESS:

Competition for the alumni grants is merit-based and objective. Selection is based upon the following criteria:
- Objectives:
    - Does the project contribute to German society?
    - Are the specific objectives outlined in the proposal through clearly defined project steps?
- Constituency:
    - Can the applicant demonstrate the need for this project among the constituency it is intended to serve?
    - Does the project benefit people from differing ethnic, religious, social, professional, and age groups?
- Feasibility:
    - Is the proposal financially well thought-out? For example, does it demonstrate an attempt to economize on resources and thereby maximize the impact of the project?
    - Does the proposal include cost- sharing? Is the cost-share documented by the potential contributors in the proposal?
    - Does the proposal take advantage of other available alumni resources when available and applicable?
    - Are potential problems addressed? (e.g. fluctuating costs of travel)
    - Does the project have a specific start and end date?
    - Can the project be accomplished within the time frame?
    - Has the applicant demonstrated an ability to successfully complete the proposed activity?
    - If the project involves activities that extend beyond the grant period, or the organization of a permanent structure, what are the plans for sustaining the proposal's future activities?
- Results:
    - How realistic are the applicant's expectations?
    - Can the results be measured in qualitative as well as quantitative terms?

Completed applications by alumni meeting the eligibility requirements will be reviewed by a selection committee consisting of two U.S. Embassy Berlin representatives, one Fulbright Commission representative, one representative of an exchange organization and one alumnus.

Applicants will be notified by July 21, 2006 of the results of the competition.
Amendments to the budget after submission must be approved by Assistant Cultural Affairs Officer Kim Marie Sonn of the U.S. Embassy Berlin. Additions to the budget after submission will not be allowed.

Recipient Responsibilities

Upon successful completion of the project, grant recipients must submit finance (including receipts for expenses) and Activity reports to Assistant Cultural Affairs Officer Kim Marie Sonn of the U.S.

Embassy Berlin that indicate results using both qualitative and quantitative data. Any materials published through projects funded by the Alumni Grants Program must be included in the final report and should carry an acknowledgment as follows:
Support for this publication/conference/workshop was provided by THE EMBASSY OF THE UNITED STATES.

Application Instructions

Applicants should read all information carefully before filling out the application form. All parts of the application should be submitted in English and must be typed or handwritten in blue or black ink. All sections of the application must be submitted; incomplete applications will not be accepted. Applicants must submit three (3) copies of the application (including the original) to **Attn: Martina Schulze U.S. Consulate General Hamburg, Public Affairs, Alsterufer 27/28, 20354 Hamburg**

Part I. Project Information.

Applicants should use full legal names. Personal or organization names should not be translated into English. Printed materials from participating organizations or institutions may be attached in lieu of providing information as part of the project proposal. If an alumnus is applying without the participation of an organization or institution, this information is not necessary.

Part II. The Project Proposal. The project proposal should include five main sections:
- A description of the project
- A statement of need
- A narrative of the project steps
- A list of project partners and team members and their expected role
- A statement of how you will evaluate the project.

DESCRIPTION:
Please provide a narrative outline of your project. Describe the project, what it will accomplish, and how it will achieve these goals while overcoming obstacles or challenges that you can foresee. Describe your project within the context of similar projects you have witnessed or worked on.

STATEMENT OF NEED:
Please explain why this project warrants funding. Describe the need that this project will address. You should also describe the people who will benefit from this project and why it is important to you personally. Keep in mind that the selection committee is looking for projects that further the social, economic, and/or political development of the applicant's country.

PROJECT STEPS:
Most projects require careful planning and sustained effort on the part of the organizer to complete. Please determine and list here the steps you will take in order to finish this project. These may include, among other things, mobilizing human resources, cooperating with institutional and individual partners, and executing organizational tasks. You may use this to help complete section III, where you will be asked to provide a detailed timetable of your project.

PROJECT PARTNERS
Most, if not all, projects require community support in the form of cost-sharing and donated labor. How does this project take advantage of other alumni resources? (See more information on alumni resources below). Please indicate what institutions or individuals have agreed to assist in the execution of this project and what their role will be. Any cost-share that is included in your budget must be accompanied by a cost-share letter as an attachment to this proposal.

PROJECT EVALUATION:
What are the ways this project can be evaluated? Please think about and identify what the outcomes of your project will be. Try to predict and make clear, conservative statements about what the project will produce and accomplish. Please also think in terms of both short-term results and long-term outcomes and processes that may be set in motion by your project.

ALUMNI RESOURCES AVAILABLE:

- U.S. Embassy Information Resource Center (IRC), Amerika Haus Berlin http://www.usembassy.de/germany/irc_berlin.html: your primary source in Germany for information about the United States. Print and electronic resources range from basic reference works to specialized government documents and a wide spectrum of American periodicals. Resources are available by appointment only. Contact the reference staff to discuss your research needs, Monday – Friday, from 13:00-16:00, at (030) 3110 7406.
- *America@yourlibrary* is a new partnership initiative between the U.S. Embassy and selected public libraries in Bremen, Hamburg, Mecklenburg-Vorpommern, Lower Saxony, Schleswig- Holstein to develop special collections about the USA, including guides to grant proposal writing.   Consult the Greifswald, Wismar and Neubrandenburg City Libraries for additional information.
- State Alumni https://alumni.state.gov State Alumni is an online interactive community for the alumni of Department of State exchange programs. It extends the exchange experience for alumni after they return home from the U.S. This site also allows alumni to stay in contact with one another—and with the Bureau of Educational and Cultural Affairs—through networking and sharing useful information about professional opportunities grant opportunities and also provides free access to an academic journal research database. The site is intended to be for alumni—and by alumni. State Alumni may help you network with alumni when formulating a project idea or disseminating information about your project to other alumni. All ECA alumni are strongly encouraged to register at State Alumni.
- The AGS Community at https://alumni.state.gov, which is a subcommunity tailored especially to the needs of the German-speaking alumni.

Part III. Detailed Timetable.

Applicants should attach a detailed project timetable showing the project start and end dates as well as dates of key events for the project, responsible parties, vendors, venues, etc.

Part IV. Budget.
Applicants should attach a budget on a separate page. Please separate administrative costs (such as salary, room rental, equipment rental, communications charges, etc.) from direct program costs.

All budgets should be provided in Euros only.

Salaries
The grant will not cover alumni salaries. Alumni are expected to cost-share this item. Salaries or honoraria are allowed for non-alumni staff or experts, but the total paid in staffing the project (including salaries and honoraria) should not exceed 30% of the total grant.

Cost-Share
In addition to alumni salaries, possible sources of cost-share might include equipment on loan to the project, office space provided without charge, and books and materials donated by another organization. Cost-share contributions solicited from organizations that support the project help to show the importance of the project to your community. You must include cost-share letters from the potential contributors with your proposal. A sample cost-share letter is provided.

Taxes and Bank Fees
Please remember to include taxes in your budget. In many countries, grant funds are not taxable, except for salaries and honoraria, which are taxed at the same level as for any company or organization. It is your responsibility to learn what the tax obligations are for your country and budget for the taxes you will need to pay. Similarly, you will need to include an estimate for the bank transfer fees incurred when the grant is wired to you. Additional funding is not available to pay for this should the fees exceed what you have budgeted, so be sure to budget the correct amount from the beginning.

An electronic version of this application can be downloaded from the U.S Embassy homepage at http://www.usembassy.de/germany/alumni_initiative.html

APPLICATION FORM

Small Grants Competition for
Bremen, Hamburg, Mecklenburg-Vorpommern, Lower Saxony, Schleswig-Holstein
Alumni of USG Sponsored Programs

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U.S. Consulate General Hamburg
Public Affairs
c/o Ms. Martina Schulze
Alsterufer 27/28
20354 Hamburg

An electronic form of this application can be downloaded from the U.S Embassy homepage at
http://www.usembassy.de/germany/alumni_initiative.html.
Please use additional pages if necessary.

Part I. Project Information

Full legal name of person or organization:

Address:

Email address:

Phone number (optional):

Please attach any printed materials to the application from participating organizations or institutions that may provide supplemental information for the project proposal.

Part II. Project Proposal

Description of the project:
Please provide a narrative outline of your project. Describe the project, what it will accomplish, and how it will achieve these goals while overcoming obstacles or challenges that you can foresee. Describe your project within the context of similar projects you have witnessed or worked on.

Statement of need:
Please explain why this project warrants funding. Describe the need that this project will address. You should also describe the people who will benefit from this project and why it is important to you personally. Keep in mind that the selection committee is looking for projects that further the social, economic, and/or political development of the applicant's country.

Narrative of the project steps:
Please determine and list here the steps you will take in order to finish this project. These may include, among other things, mobilizing human resources, cooperating with institutional and individual partners, and executing organizational tasks. You may use this to help complete section III, where you will be asked to provide a detailed timetable of your project.

Project Partners:
Please indicate what institutions or individuals have agreed to assist in the execution of this project and what their role will be. Any cost-share that is included in your budget must be accompanied by a cost-share letter as an attachment to this proposal.

Project Evaluation:
Please think about and identify what the outcomes of your project will be. Try to predict and make clear, conservative statements about what the project will produce and accomplish. Please also think in terms of both short-term results and long-term outcomes and processes that may be set in motion by your project.

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Applicants should attach a detailed project start and end dates as well as the dates of key events for the project, responsible parties, vendors, venues, etc.

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Applicants should attach a budget on a separate page. Please separate administrative costs (such as salary, room rental, equipment rental, communications charges, etc.) from direct program costs.

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